

Position Description

Read each heading carefully before proceeding. Make statements simple, brief and complete. Be certain the form is signed. Send the original to the Human Resources Office.

CHECK AS APPROPRIATE: **Unclassified** **Classified** **Regular** **Temporary**

1. Agency Name Kansas Department of Corrections: Central Office		8. Position Number K0143958	
2. Division Office of Victim Services		9. Current Title (if existing position) Senior Administrative Assistant	
3. Unit/Office Central Office		10. Proposed Title Senior Administrative Assistant	
4. Name of Incumbent		11. Working Title Administrative Victim Notification Coordinator	
5. Work Station Location (Subject to Change) City: <u>Topeka</u> County: <u>Shawnee</u>		12. Allocation	
6. Check appropriate time: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____%		13. Effective Date	14. FLSA Status Non-Exempt
7. Regular Hours of Work FROM: <u>8:00</u> <input type="checkbox"/> AM <input type="checkbox"/> PM TO: <u>5:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM <input type="checkbox"/> Su <input checked="" type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa OTHER: _____		15. By:	Approved:
		16. KPERS Designation <input type="checkbox"/> Corrections A <input type="checkbox"/> Corrections B <input type="checkbox"/> Regular	

17. Describe the mission, goal, and/or purpose of this position. Why does it exist?

This position serves as the administrative professional for the Office of Victim Services, providing advanced-level clerical support, grant tracking, program assistance and serving as the department SMART designee for travel and purchasing. In addition, this position will provide backup support to the Victim Notification Coordinator and the notification programs and serve as a point of contact for OVS volunteers and Student Workers.

18. Who is the supervisor of this position (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Janet Good	Domestic Violence Program Coordinator	K0223846

19a. Check the statement that best describes the leadership, supervisory or management responsibilities of this position.

- None.**
- Lead Worker.** Plans and coordinates the work of co-workers, guiding and training them while performing the same kind and level of work a majority of the time.
- Supervisor.** Assigns, directs, reviews and evaluates the job performance; has significant input into decisions related to hires, transfers, promotions, demotions, dismissals, and discipline of employees under his or her supervision. The majority of the work is different from that of subordinates.
- Manager.** Integrates and coordinates the activities of several organizational functions or programs and initiates changes through subordinate supervisors or integrates and coordinates the activities of one or more programs having department-wide impact.

b. List all persons who are supervised directly by employee in this position:

20. Describe the work of this position using this page or one additional page only. Also note, Essential Function Form is attached.

Use the following format for describing job duties. What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (be brief); how is the action being done (be brief). Number each task and indicate percent of time an incumbent spends or would spend performing each task:

No.	%	Job Duties
		This position serves as the administrative professional for the Office of Victim Services and as a backup to the Victim Notification Coordinator (VNC). Duties include, but are not limited to:
1.	55%	Provide advanced-level clerical support for the OVS Director, Deputy Director, Supervisor, and others as needed. Data tracking of grants and programs, including the preparation of grant time/activity sheets. Serve as the designated SMART proxy for employee travel and purchasing. Responsible for facilitating the champion of justice nomination process, assisting with the victim satisfaction survey and imaging documents. Maintain and update the department intranet/internet page and print materials.
2.	20%	Collection and distribution of department mail, including processing returned mail.
3.	20%	Serve as backup for Student Workers and the primary Victim Notification Coordinator, which includes the processing of notification letters, answering the toll-free number and responding to email received through the victim notification email boxes.
4.	5%	Other duties as assigned.

21a. How much latitude is allowed the employee in completing the work? b.) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c.) State how and in what detail assignments are made:

The incumbent will be provided with a framework and guidelines for the completion of tasks, but will be allowed some latitude to determine their own workflow methods. Basic victim services training with additional, ongoing opportunities for continuing education and on-the-job specialized training for each of the required task areas and computer systems will be provided.

The supervisor for this position is onsite and will be available to the employee on a regular basis.

22. What hazards, risks or discomforts exist on the job or in the work environment? Frequency of exposure?

This work is performed primarily in an office setting, however, KDOC employs an inmate clerk and provides work opportunities for other inmates from time to time. This may expose the employee to individuals with felony convictions.

23. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position:

Required Minimum Qualifications:

Six months of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined relevant by the agency.

Possesses:

- Strong organizational skills;
- Strong interpersonal communication skills;
- Strong problem solving and critical thinking skills;
- Strong attention to detail;
- Strong computer skills including working knowledge of Microsoft Office programs.

Has the ability to:

- Have solid professional boundaries
- Work with victims and offenders in a non-judgmental and confidential manner.
- Work in a collaborative manner with other employees and community entities.
- Work independently in a professional manner.
- Prioritize assignments, multi-task and be flexible
- Align behavior with agency values

Preferred Skills and/or Qualifications:

A minimum of one year of experience working with crime victims or other underserved populations.

Bachelor's degree with major coursework in criminal justice, social sciences or behavioral sciences.

Experience working with victims in corrections, parole or law enforcement.

Education or training in the area of domestic violence.

Necessary Special Qualifications, Licenses, Certifications, and/or Registrations:

None.

_____ Signature of Employee	_____ Date	_____ Signature of Human Resources Official	_____ Date
_____ Signature of Supervisor	_____ Date	_____ Signature of Agency Head or Appointing Authority	_____ Date

ESSENTIAL/EVENT DRIVEN FUNCTIONS

Administrative Support and Paraprofessionals

This form can be a dual use form. It is not intended to screen out applicants. May be used after conditional offer has been made or during employment.

X Essential - Duties are fundamental to the position based on the function and the results to be achieved, rather than the manner in which they are being performed. Duties are directly related to the reason the position exists and that cannot be reassigned without changing the nature of the position. Considered by Occupational Exposure Control (OEC) as a Category I duty due to the **frequency** of performance.

X Event Driven - Duties may be performed in an emergency, or on an infrequent or occasional basis; but when performed these duties are necessary to the position and critical to the safety and security of staff, offenders and/or the public. Considered by OEC as a Category II duty due to the infrequency of performance.

PHYSICAL STRENGTH	Sedentary Work: Lifting up to 10 pounds occasionally.	X		
	Light Work: Lifting 11 to 20 pounds occasionally and/or up to 10 pounds frequently.	X		
	Medium Work: Lifting 21-50 pounds occasionally and/or 11-20 pounds frequently.			
	Heavy Work: Lifting 51-100 pounds occasionally and/or 21-50 pounds frequently.			
	Very Heavy Work: Lifting 100 pounds occasionally and/or in excess of 50 pounds frequently.			
	Regular, punctual and predictable attendance.	X		
	Mandatory over-time as required.	X		
PHYSICAL ENVIRONMENT	Work is performed indoors in a controlled environment with few temperature extremes.	X		
	Work is performed indoors in a controlled environment with occasional temperature extremes.	X		
	Work is performed out of doors requiring exposure to extreme heat and/or cold.		X	
	Work is performed in a high noise environment requiring the worker to shout to be heard.			
	Work involves performing repetitive motions with one or more extremity.			
	Work involves exposure to conditions that may affect the respiratory system or the skin, such as chemicals, paint, cleaning agents, other fumes or odors.			
	Work involves exposure to vibrating movements of the extremities or whole body.			
PHYSICAL ACTIVITY	Exposure to bodily fluids. Exposure may include obtaining urine specimens; touching blood, body fluids with visible blood, tissue, semen, vaginal secretions, breast milk, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid and/or amniotic fluid; cleaning and disinfecting environmental surfaces with blood, body fluids and/or tissue/ and touching non-intact skin and mucous membranes.			
	Running: Moving quickly on the feet in continued and sustained motion over short distances.			
	Walking: Moving about on foot at a normal pace.			
	Bending at the Waist: Bending body downward and forward by bending the spine at the waist.	X		
	Kneeling: Bending the legs at the knee to come to rest on the knee or knees.			
	Crouching: Bending the body downward and forward by bending the legs and spine.			
	Crawling: Moving about on the hands and knees or hands and feet.			
	Climbing: Ascending or descending ladders, stairs, ramps, and the like, using the feet and legs and/or hands and arms.			
	Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching on narrow, slippery, or erratically moving surfaces. Exceeds that needed for ordinary maintenance of body equilibrium.			
	Lifting: Raising or lowering an object from one level to another.	X		
	Carrying: Transporting an object, using the hands, arms, and/or shoulders.	X		
	Pushing: Using upper extremities to press against with steady force in order to thrust forward, downward, or outward.	X		
	Pulling: Using upper extremities to exert force in order to draw, haul, drag, or tug objects in a sustained motion.			
PHYSICAL ACTIVITY	Reaching: Extending the hands and arms in any direction.		X	
	Handling: Seizing, holding, grasping, turning, or otherwise working with the hand or hands.	X		
	Finger Dexterity: Picking, pinching, or otherwise working primarily with finger(s).	X		
	Sitting for unknown periods of time.	X		
	Standing for unknown periods of time.			
	Talking: Expressing or exchanging ideas by means of the spoken word.	X		

	Conveying Information: Testifying in court or other official proceedings. Communicating work related information to others.		X		
	Hearing: Perceiving the nature of sounds by the ear with or without correction.	X			
	Seeing: Obtaining impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.				
		Clarity of vision at 20 feet or more;		X	
		Clarity of vision at 20 inches or less	X		
		Ability to identify and distinguish colors		X	
	OTHER ACTIVITIES	Comprehend verbal instructions.	X		
Read, write and comprehend written instructions.		X			
Observe and recall details of incidents, series of number and/or names.		X			
Use emergency and safety equipment					
Perform CPR and other emergency first aid procedures.					
Remain calm in emergency situations.			X		
Legally operate a motor vehicle.			X		

This form accurately describes the essential functions that apply to my position.

Signature of Employee

Date

Signature of Supervisor

Date

To be Completed by Health Care Provider

It is my opinion that _____
Name of Employee/Patient/Client

() is currently able to perform all of the essential/critical functions of his/her position; or

() is not currently able to perform all of the essential/critical functions of his/her position as noted (Degree of restriction if applicable):

() will be able to perform all of the essential/critical functions of his/her position with the following accommodations: *(Add additional pages if more space is needed.)*

Signature of Health Care Provider

Date

Printed Health Care Provider Information

Health Specialty